

## Cellular Phone Allowance Form Instructions

**NOTE:** In these instructions, “allowance” means monthly cellular phone allowance, and “phone” means cellular phone.

**At the top of the form,** check “**New Allowance**” or “**Discontinue Allowance**” (this form is used for both initial allowance requests and for discontinuing allowances that are no longer needed).

### **SECTION 1:**

Complete requested Employee/Department information noting the following:

**Employee ID** is the 10 digit Employee ID of the person who will be using the phone, if applicable. Do not use the employee’s ABC123 or Banner ID.

**Job Title** and **Position #** is the UTShare/PeopleSoft position for the employee who meets the eligibility criteria for the allowance.

**Cellular Phone Number** is the cellular phone number that relates to the allowance.

### **SECTION 2:**

**Monthly Allowance:** Check **\$75.00** if the phone is owned by the employee, and **\$65.00** if the phone is owned by UTSA.

*For UTSA-owned phones:*

- If the cost is \$500 or more, ensure that the phone is tagged by the Inventory Office
- If the cost is less than \$500, ensure that the phone is listed in Insight as a Non-Inventoried Asset (no tag required)

**Department ID, Fund and Cost Center/Project ID:** source of funds for the allowance.

**Project End Date:** Enter project end date if the allowance is grant funded.

**Payroll Direct Deposit** is required for the allowance. If the answer is “No” the employee can use the link provided to set up Direct Deposit.

### **SECTION 3:**

Department Manager’s **justification** for the allowance. Check all applicable boxes.

**SECTION 4:** This section is used to request discontinuation of an allowance, or to indicate the end date if it is known when the allowance is initially requested (such as the grant end date if the allowance is funded by a grant). If the discontinuation date is not known when the allowance is requested, leave this section blank.

If at any point during the employment period there is no longer a business need for an allowance, it is the responsibility of the Department Manager to enter an allowance end date, and sign and re-submit this form to [Payroll Services](#).

### **SECTION 5:**

**Certification:** The employee should be certain that he/she has read and understands the certification and HOP 9.49 before signing.

**Approvals:** Obtain all required approvals. Research Service Center (**RSC**) approval is only required for grant-funded allowances.

**After completing form and obtaining all approvals:**

1. Send the form to [Payroll Services](#).
2. Provide a copy to the employee.
3. Maintain a copy in the department files.

**NOTE:** All forms must be received by Payroll Services prior to the 15<sup>th</sup> day of the month for the allowance to be included in the payroll for the next month. Forms are not processed retroactively.